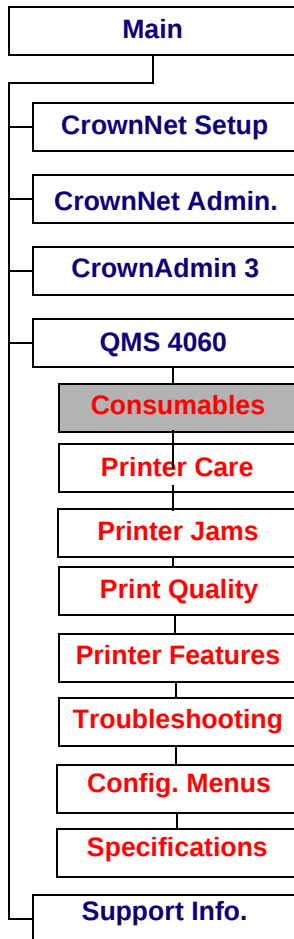


Consumables

This section shows you procedures for loading the consumables for your QMS 4060 Print System

- [Setting Up and Loading the Media Trays](#)
- [Replacing Toner, Collector Bottle, and Cleaning Roller](#)
- [Replacing Developer](#)
- [Replacing the Ozone Filter](#)
- [Replacing the Drum Unit and Transfer Charger](#)
- [Replacing the Fuser](#)
- [Replacing the Pick Rollers](#)



Setting Up and Loading the Media Trays

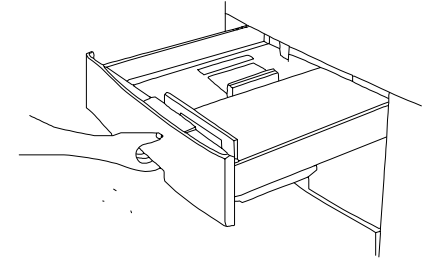
Load the paper in the printer tray or the optional LCIF as recommended in the following table.

Printing Job Requirements		Loaded in Tray Face Side	Loaded in LCIF Face Side
Regular Paper	Single-sided	Down	Up
	Double-sided	Up	Up
Pre-punched Paper	Single-sided	Down	Up
	Double-sided	Holes on leading edge	Holes on trailing edge
Forms	Single-sided	Up	Up
		Holes on trailing edge	
Forms	Single-sided	Down	Up
		Top of form toward back of printer	

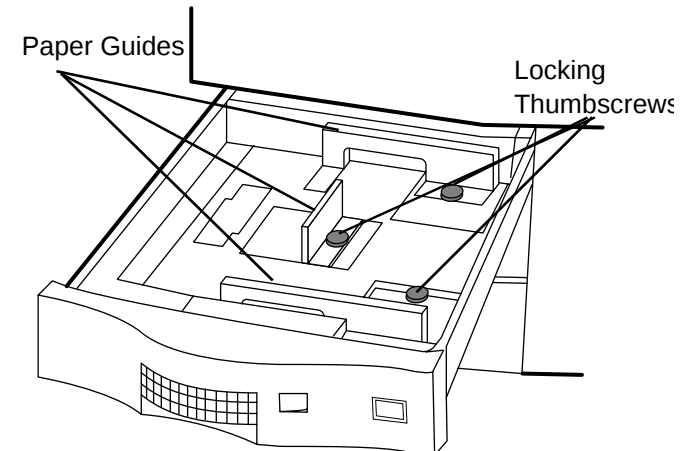
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Changing the Paper Size for the Paper Tray

- 1 Using the tray handle, pull the tray away from the printer as far as it will go without removing it from the printer.

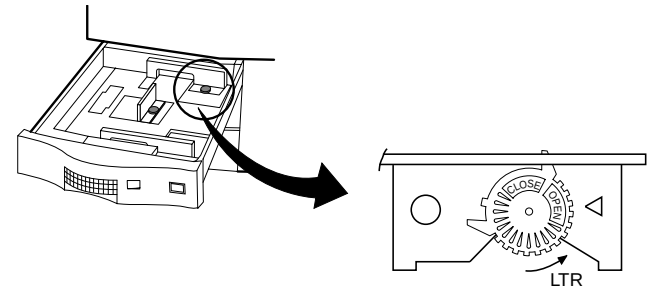


- 2 Locate the three paper side guides in the tray.

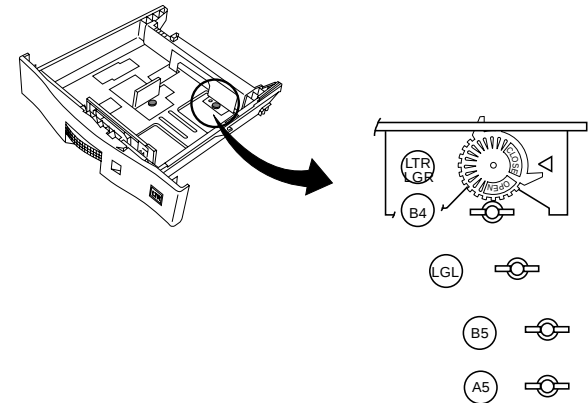
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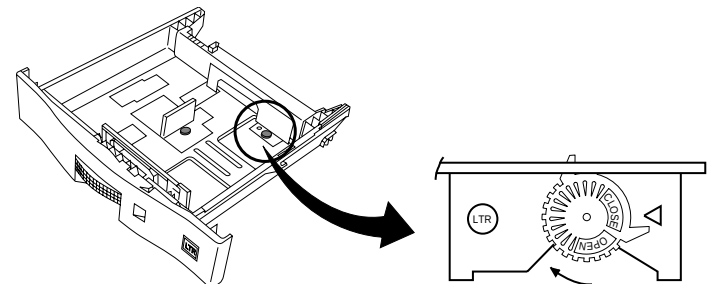
3 Turn the thumbscrew counterclockwise to unlock one of the paper size guides.



4 Move the paper size guide to the appropriate slots to align it with the paper size marker.



5 Turn the dial clockwise to lock the paper size guide.



6 Repeat these steps for the other two paper size guides.

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» **Note:** If you are setting up the tray for 11"x17" (ledger), the left paper guide is stored in a slot near the front section of the tray.

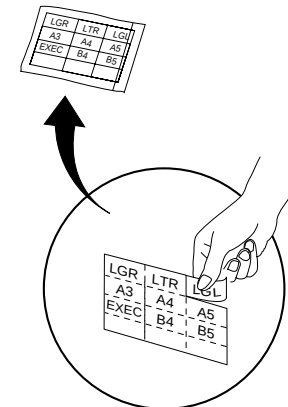
- 7 Set up the tray paper size tabs on the rear of the paper tray. Use the following chart for reference or the label attached to the paper tray.**

☐ ☐ ☐ ☐ :A5	☐ ☐ ☐ ☐ :B5	☐ ☐ ☐ ☐ ☐ ☐ :LTR	☐ ☐ ☐ ☐ :LGL
☐ ☐ ☐ ☐ :A4	☐ ☐ ☐ ☐ :B4	☐ ☐ ☐ ☐ :LGR	☐ ☐ ☐ ☐ :EXEC
☐ ☐ ☐ ☐ :A3			

- ☐ - Tab is pushed forward
☒ - Tab is pushed backward

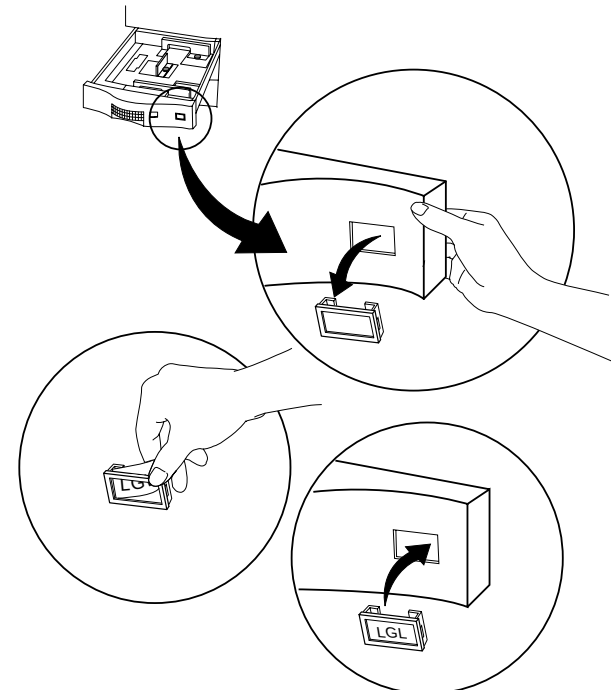
Setting Up the Paper Size Indicator

- 1 Open the plastic bag in the starter kit containing the paper-size cards.
- 2 Break off the label that indicates the correct paper size for each tray



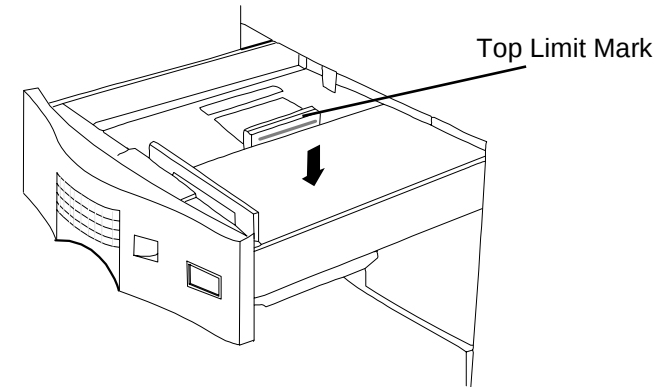
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- 3 Pull out each tray and push out the paper-size holder.
- 4 Place the paper-size label in the paper-size holder of each tray.
- 5 Replace the paper-size holders



Loading Paper in the Tray

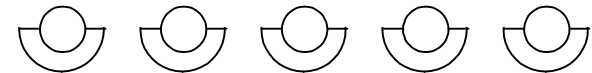
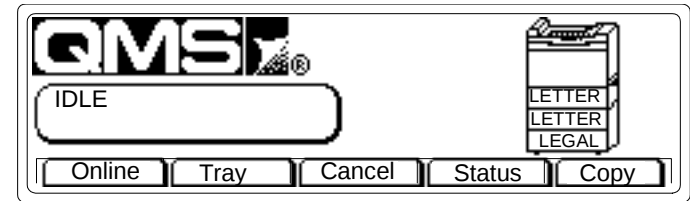
- 1 Unwrap the paper and note which side the arrow points to.
- 2 Take off the top and bottom sheets.
- 3 Place a stack of paper in the tray with the print side facing down.
- 4 Ensure that the paper stack lies flat and does not exceed the top limit mark.
- 5 If the paper doesn't fit properly in the tray, recheck your paper guides to make sure they are in the proper position.



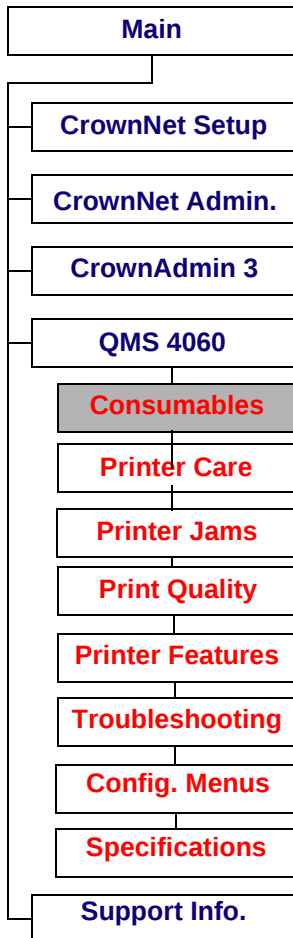
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- 6 Check the display panel graphic for the correct paper size for each tray.
- 7 Close the tray.
- 8 Repeat this procedure for the other trays.



Labels: Special Considerations



- Use a typical label stock such as Avery Label Stock 5160. Adhesive label stock should have pressure-sensitive (peel-and-stick) adhesive backing and should be 17-34 lbs (64 -128 g/m²).
- The surface (print face) of the labels must be made of normal paper with a matte finish, similar to copy paper.
- The label backing must be able to withstand the heat generated by the fixing assembly (190° C/374° F).
- Ensure that the label backing is not made of easily removable coated paper.
- Avoid using labels with exposed adhesive; it may stick to the print drum or fuser roller, causing labels to peel off and damage the printer.
- Label data should be formatted within your application. Try printing your data on a plain sheet of paper first to check placement. This reduces the number of label sheets you use.
- Before printing labels, disable the duplexer.
- Load the labels lengthwise (long edge first), face-down, and with the top of the page toward the rear of the printer.

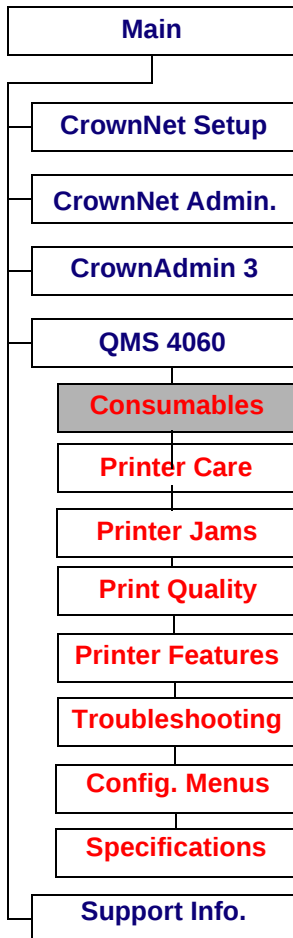
Custom-Size Paper: Special Considerations

Custom-size paper is printed from the custom tray. See Chapter 6, "Hardware Options," of your *Options* guide for more information.

- Use only 17-28 lbs (64-105 g/m²) custom-size paper recommended for laser printers.
- Paper sizes for the custom tray are Letter, Executive, A4, A5, B4, B5, Legal, 11"x17", A3, Statement, B4(ISO), and B5(ISO).

Transparencies: Special Considerations

- Use a typical brand such as 3M type PP2500 transparencies.
- Use only transparency sizes letter or A4.
- Transparencies must be able to withstand the heat generated by the fuser (374° F/190° C), without melting.
- Tap the stack of transparencies on a flat surface to align the edges, before loading them. Remember, don't fan the stack.
- When handling transparencies, hold them by their edges and avoid touching the print side.

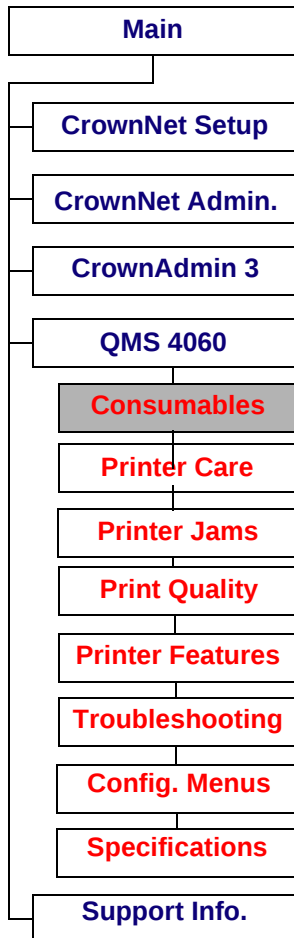


- Load transparencies printing side down. The correct print side is usually marked on the transparency package. No more than 20 sheets should be loaded at one time.
- Remember to keep the paper path clean. Transparencies are especially sensitive to a dirty paper path.

Replacing Toner, Collector Bottle, and Cleaning Roller

Adding Toner

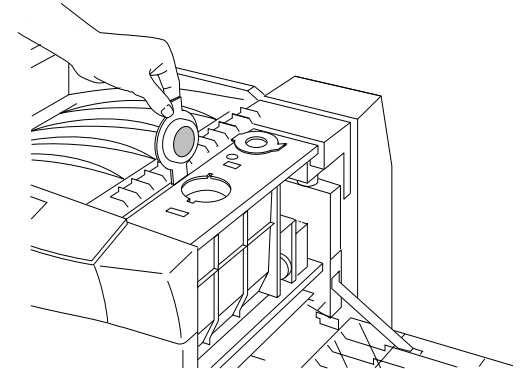
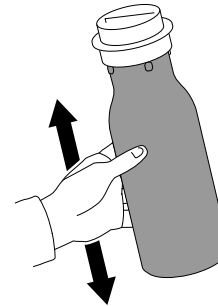
- 1 Remove the toner bottle from its packaging. Shake the contents of the toner bottle to loosen any toner that has settled and packed during shipment.
- 2 Open the upper right door.



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3 Open the toner fill lid.

4 Line up the guide pins on the bottle with the guide pin slots on the toner fill opening.

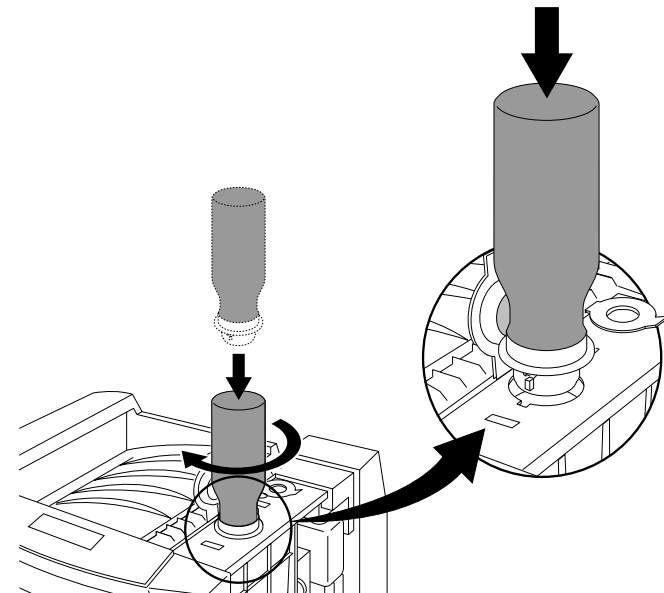


▲ **Caution:** QMS recommends that you use only QMS consumables on your printer. QMS consumables are keyed only for QMS printers. Other brands of consumables will not fit the printer and will cause toner and developer spills. This will result in possible damage to the printer and its environment.

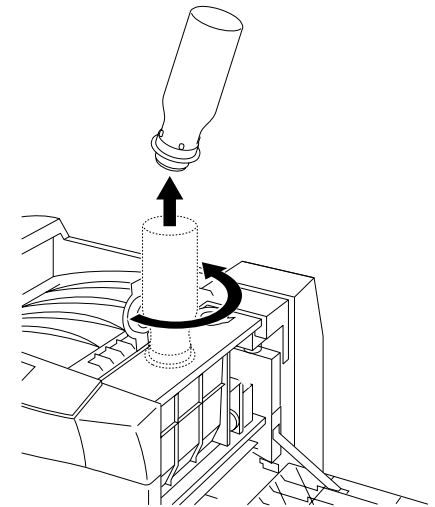
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- 5 Insert and turn the toner bottle clockwise 180° (1/2 turn) to start filling.
- 6 Tap the toner bottle several times to make sure all of the toner has emptied.

» **Note:** *It takes about 30 seconds for the bottle to empty.*



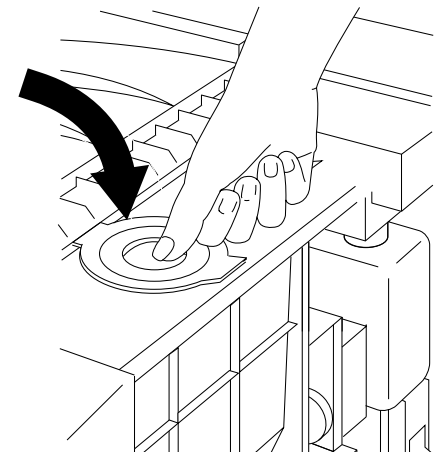
7 When the toner bottle is empty, turn it 180° (1/2 turn) counterclockwise and lift up to remove.



8 Close the toner fill lid.

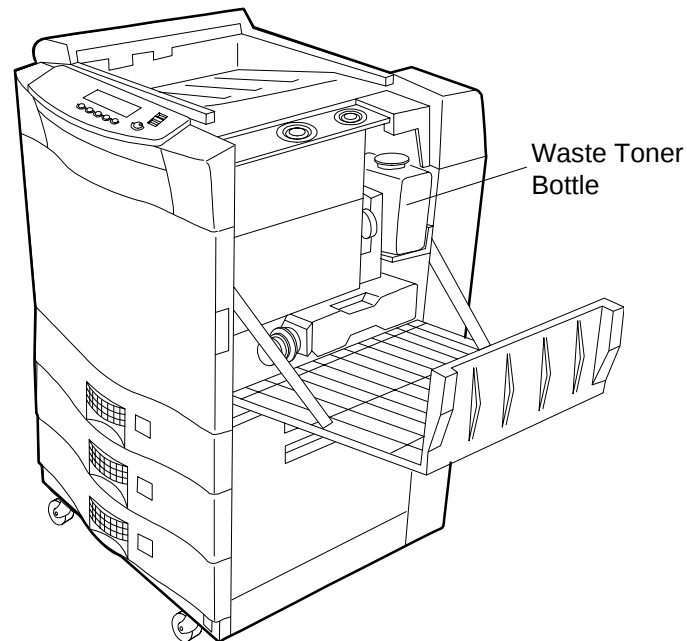
9 Dispose of the old toner bottle.

» **Note:** The toner bottle is made of recyclable materials. Dispose of it in accordance with local regulations.



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10 Replace the waste toner collection bottle after you have added toner.



- » **Note:** Every other time you refill the toner, the message window will remind you to replace the cleaning roller. This message appears after you close the upper-right door and the printer detects new toner. Follow the next procedure for replacing the cleaning roller.

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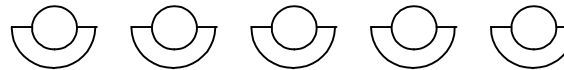
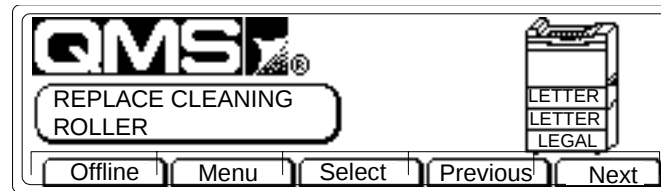
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Replacing the Cleaning Roller and Precharger

For every two bottles of toner used in your printer or approximately every 40,000 prints, the printer displays a message for you to replace the cleaning roller.



Follow this procedure when replacing the cleaning roller.

1 Open the front door of the printer.

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2 Pull out the handle of the old cleaning roller until you have removed it from the printer.

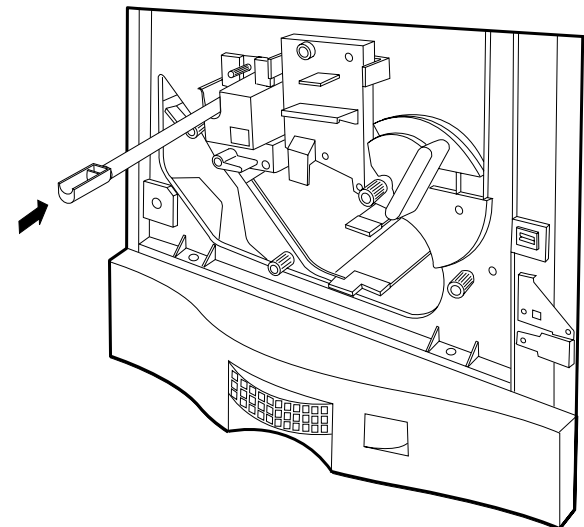
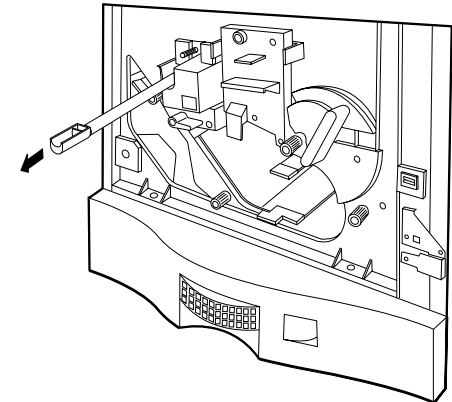


WARNING: Be careful; the area around the fuser assembly is hot.

ACHTUNG! Verletzungsgefahr! Bei Betrieb wird die Umgebung der Fixiereinheit heiß.

3 Insert the new cleaning roller, and push it all the way in until it is firmly seated.

Follow this procedure when cleaning the precharger.



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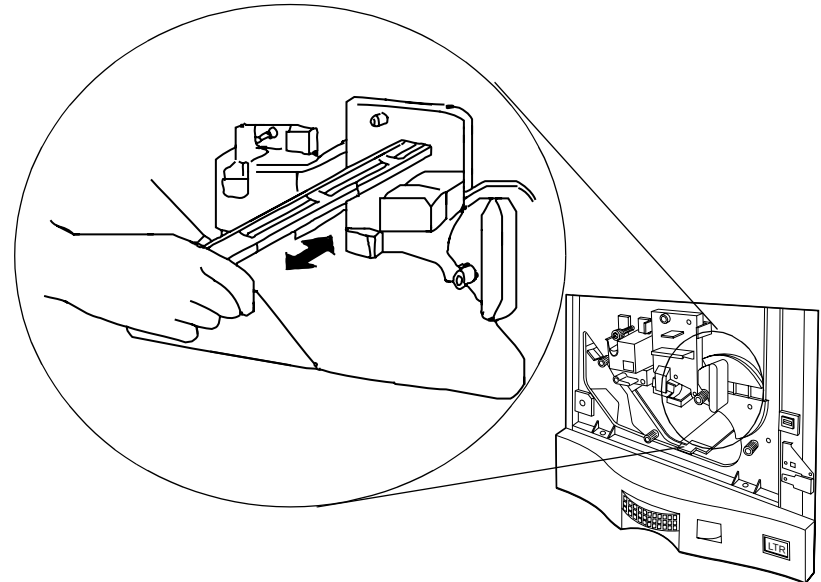
4 Pull the pre-charger cleaner out, then push it back into its original position.

5 Repeat this “out and in” process several times.

6 Push the pre-charger in completely.

7 Close the front door to place the printer back on line.

8 Dispose of the old cleaning roller in accordance with local regulations.

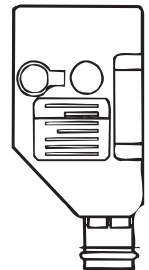


Replacing Developer

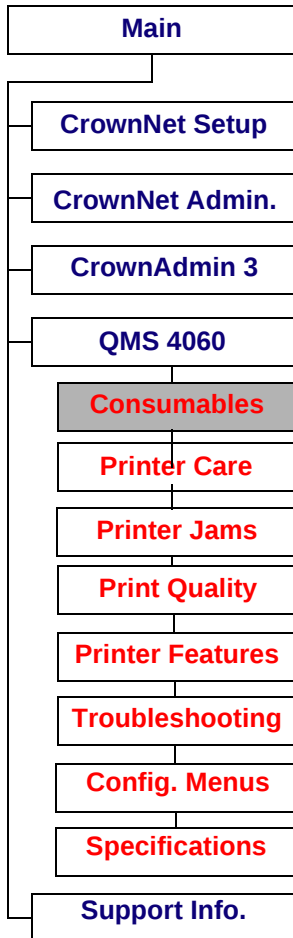
When the developer has reached the end of its useful life, the printer will prompt you to replace the developer. This should occur at approximately 160,000 faces.

- » **Note:** Every other time you replace developer (320,000 faces) you should replace the ozone filter. See [Replacing the Ozone Filter](#), for the ozone filter replacement procedure.
- ▲ **Caution:** The new bottle serves as the developer purge bottle after you have filled the developer. Follow the procedures carefully for removing the cap and installing the developer purge bottle.

1 Remove the developer bottle from the developer kit.

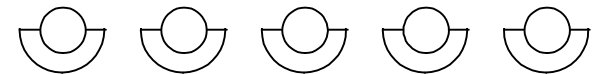
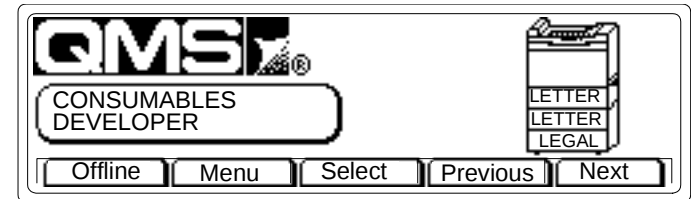


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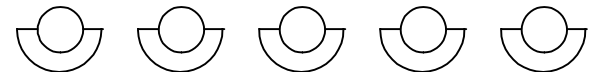
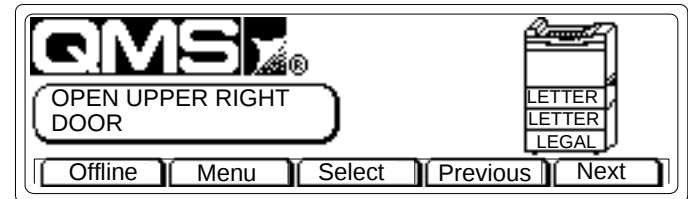
- 2 Press the Offline button and access the Administration/Consumables/Developer menu.

The message window should display



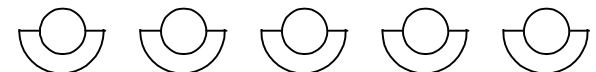
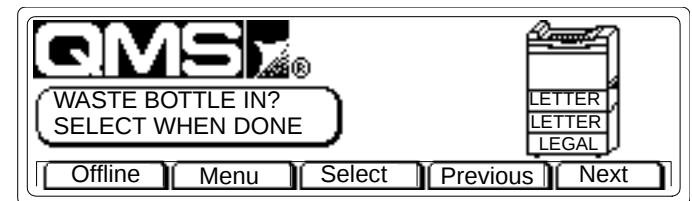
- 3 Press the Select button to tell the printer you are ready to add developer.

The message window displays



- 4 Open the upper-right door.

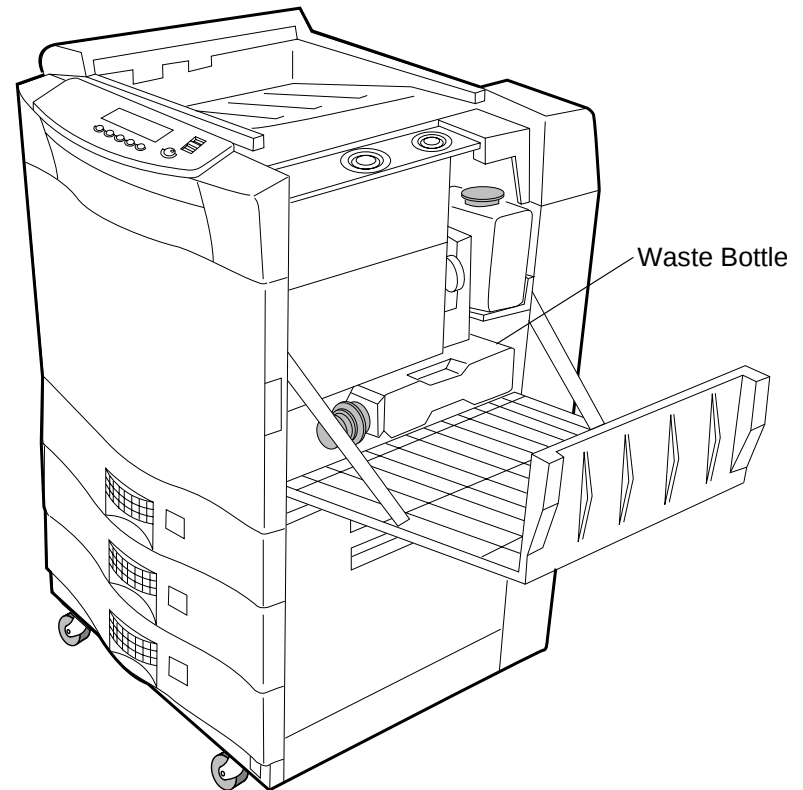
The message window displays



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5 Check that the developer waste bottle is in place.

» **Note:** Make sure the developer waste bottle is in place. The printer will not perform the next step until the bottle is set properly. The printer will prompt you to insert the developer waste bottle.

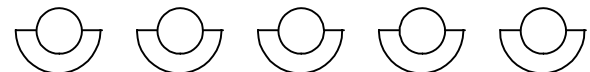
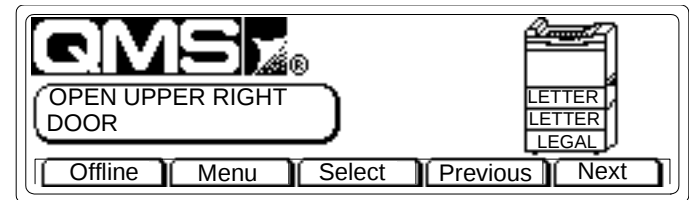
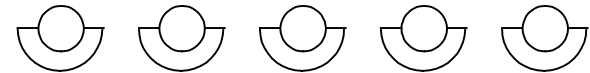
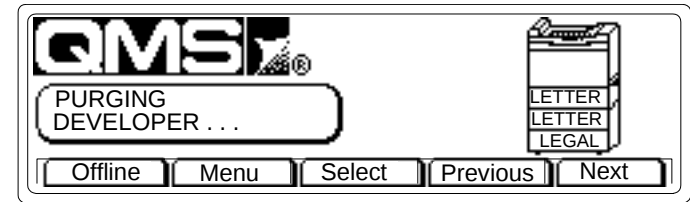


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6 Close the right door and press the Select button to confirm that the developer waste bottle is in place.

After you check that the developer waste bottle is in place and press the Select button the message window displays

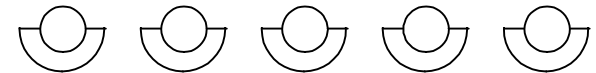
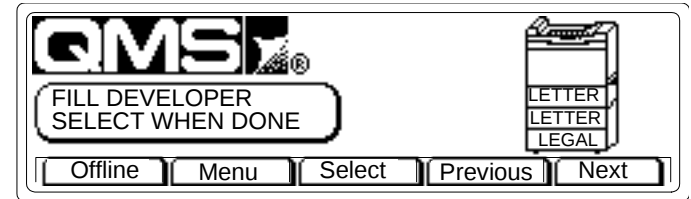
You should hear the developer purging and after about 30 seconds the message window displays



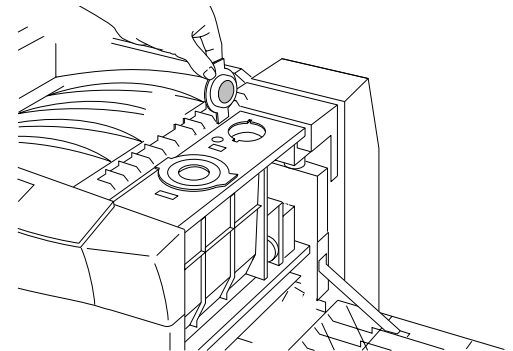
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7 Open the upper-right door of the printer.

After you open the upper right door the message window displays



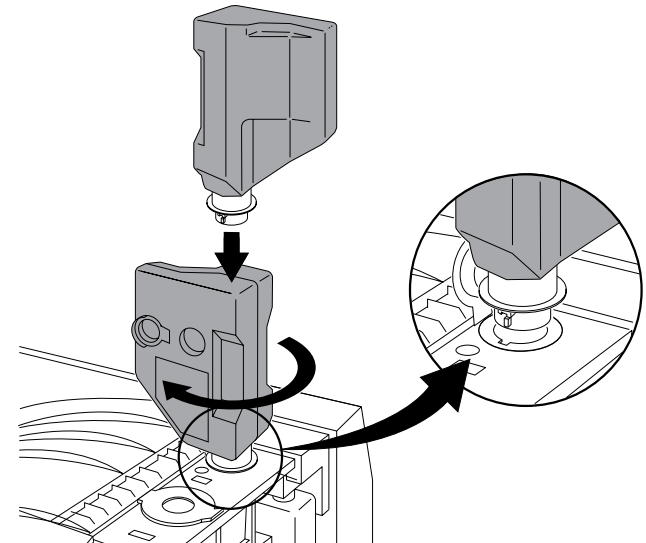
8 Open the developer fill lid.



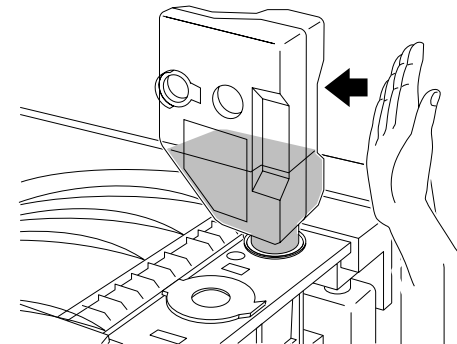
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9 Line up the guide pins on the bottle with the guide pin slots on the developer fill opening.

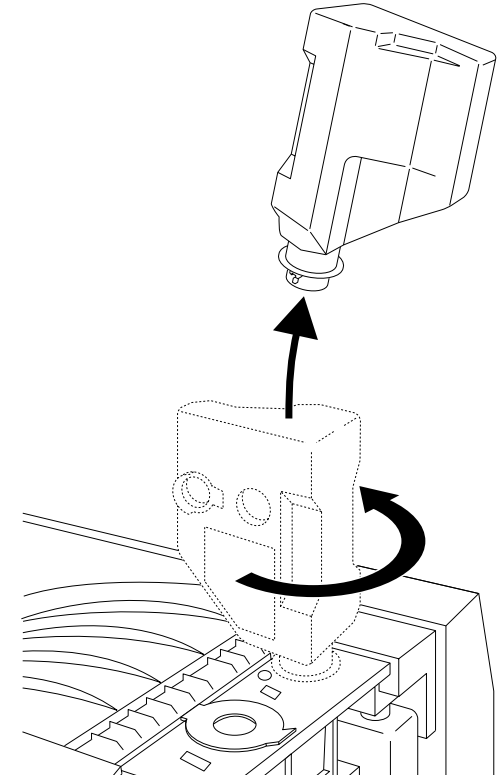
10 Insert and turn the developer bottle clockwise 180° (1/2 turn) to lock the bottle in place and begin filling.



11 When the bottle is empty, gently tap it several times to make sure all of the developer has loaded.

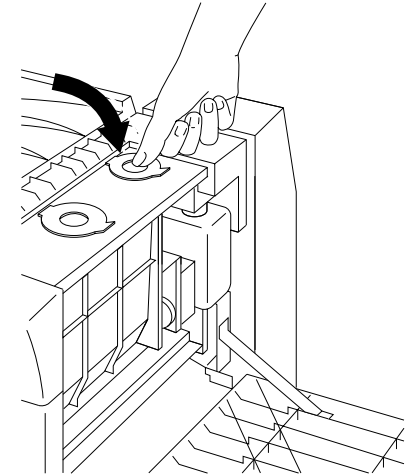


12 Turn the developer bottle 180° counterclockwise and lift it up to remove it.



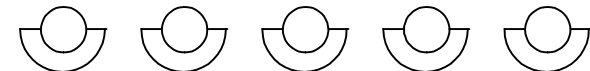
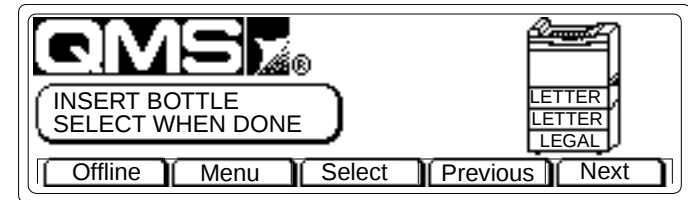
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13 Close the developer fill lid.



14 Press the Select button on the control panel.

The display message window shows:



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15 Remove the small cap from the side of the developer bottle.

16 Turn the cap around and place it in the storage position on the bottle.

17 Insert the developer bottle into the storage position.

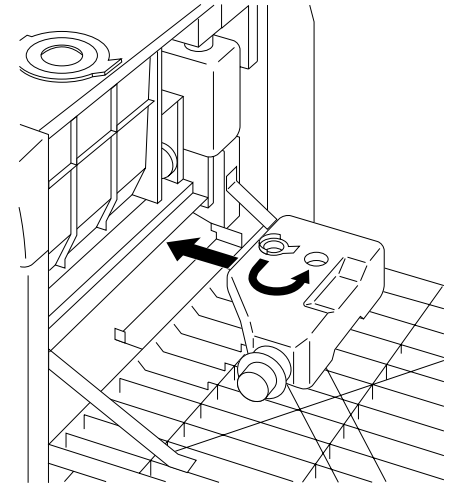
▲ **Caution:** *In the storage position the developer bottle is used whenever the developer hopper is purged. Make sure the cap is removed and the bottle is in the correct position.*

18 Close the upper-right door.

19 Press Select on the control panel.

20 Press the Offline button twice to place the printer back on-line.

The printer will begin an automatic cycle to set the toner density. After about two minutes you will be able to resume normal operation.

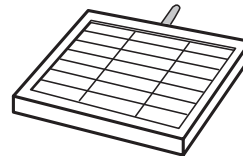


Replacing the Ozone Filter

Every other time that you replace the developer you should also replace the ozone filter.

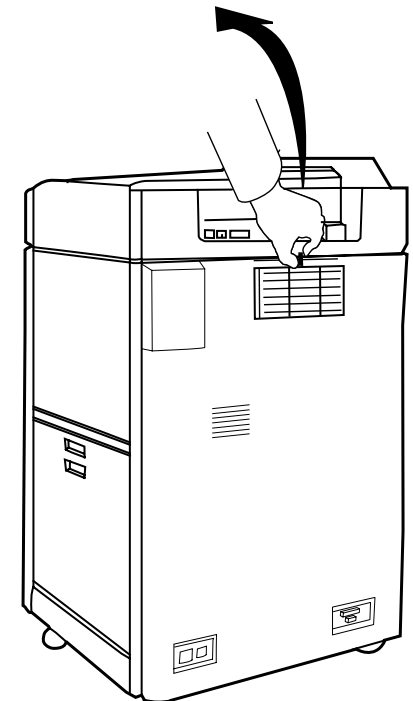
- ▲ **Caution:** Failure to install the ozone filter will result in poor print quality and possible damage to internal printer components.

- 1 Remove the old ozone filter from the holder on the rear of the printer.
- 2 Remove the ozone filter from the developer kit and take it out of its packaging.



Ozone
Filter

- 3 Slide the ozone filter into the ozone filter holder on the rear of the printer.



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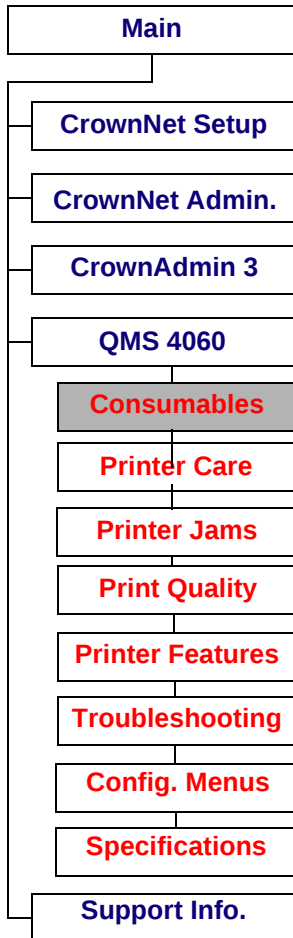
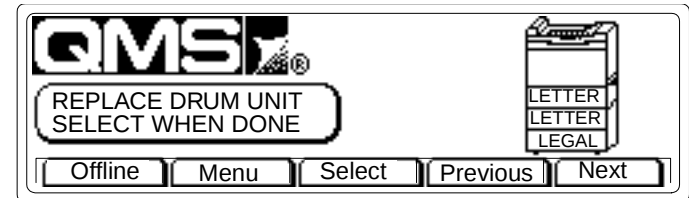
Replacing the Drum Unit and Transfer Charger

The drum unit and transfer charger in your printer lasts approximately 250,000 prints before you need to replace them. Use the following procedure to replace the drum unit and transfer charger.

- 1 Press the Offline button and access the Administration/Consumables/Drum Unit menu.**

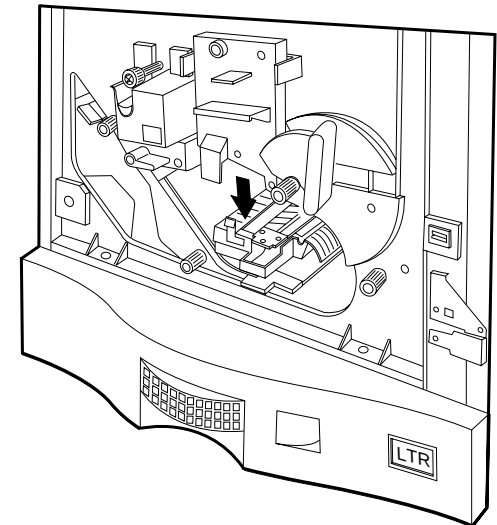
The message window should display

- 2 Open the front door of the printer.**

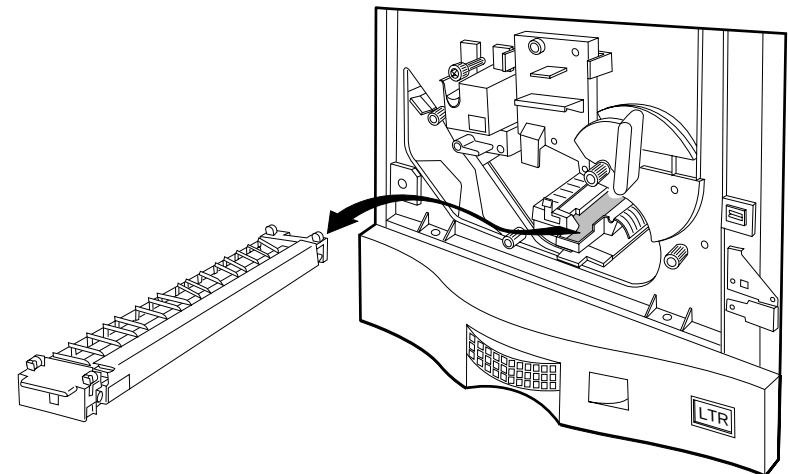


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3 While pulling down on handle 3, carefully lower the transfer assembly guide.



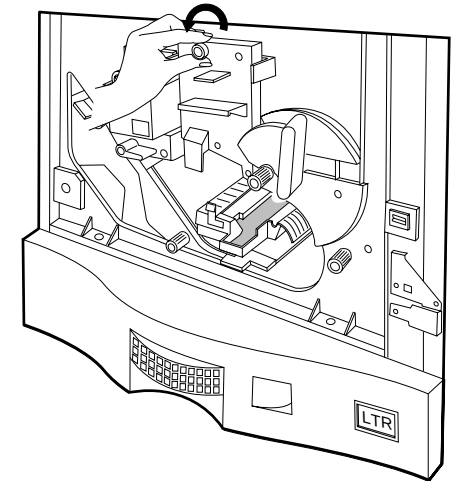
4 In one movement, push in, pull up, and then pull out to remove the transfer assembly from the guide assembly.



5 Set the old transfer assembly aside for now.

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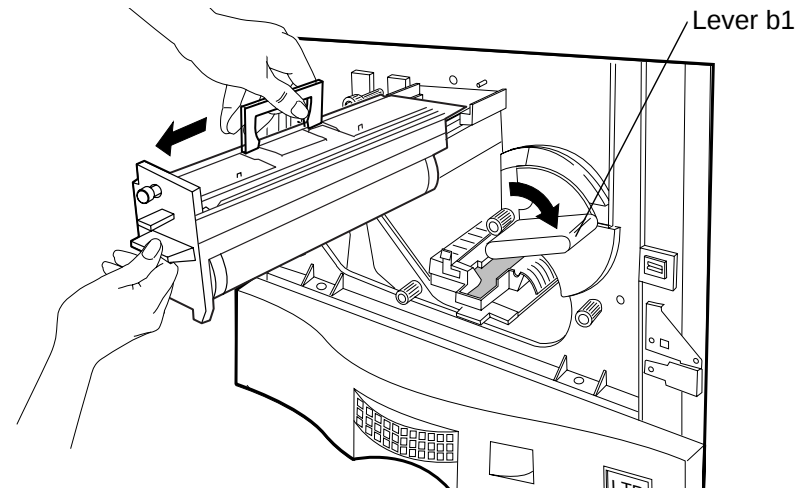
6 Turn the drum locking knob counter-clockwise to release the drum.



7 Turn lever b1 to the right to unlock the internal components.

8 Use the drum handles on top and front to pull out the old drum unit.

9 Carefully set the old drum unit aside for now.

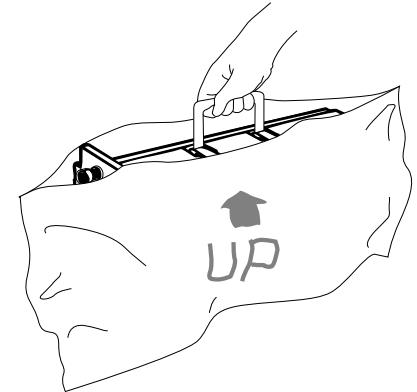


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10 Remove the bag containing the new drum unit from the maintenance kit.

11 Open the protective aluminum bag by tearing open the top (there's a notch on the bag to help you start tearing the bag).

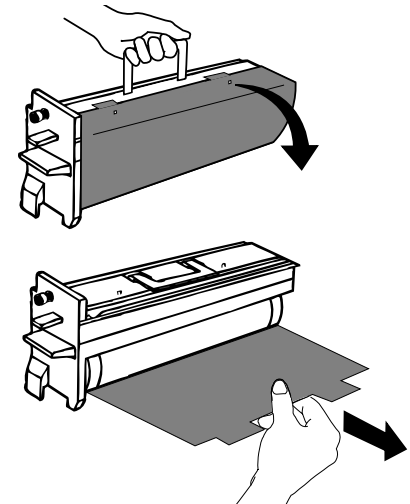
- » **Note:** After removing the drum unit from its protective bag, do not touch the OPC drum on the unit because it may deteriorate the drum and reduce print quality. Also, we recommend that you keep the bag for use if you should have to remove the drum from the printer.



12 Remove the drum unit by grasping the blue handle on top of the unit.

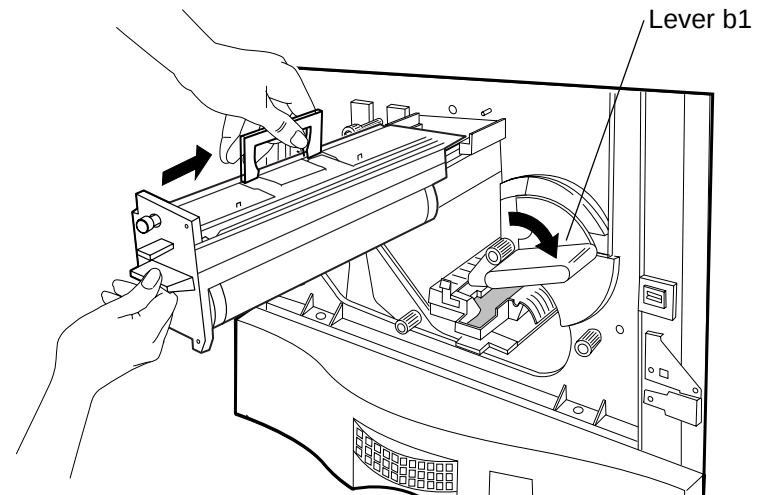
- » **Note:** After removing the drum unit from its protective bag, do not touch the OPC drum on the unit because it may deteriorate the drum and reduce print quality.

13 While holding the drum by the handle, set it on a solid surface and carefully remove the protective cover from the drum.



14 Make sure lever b1 is turned to the right to the open position.

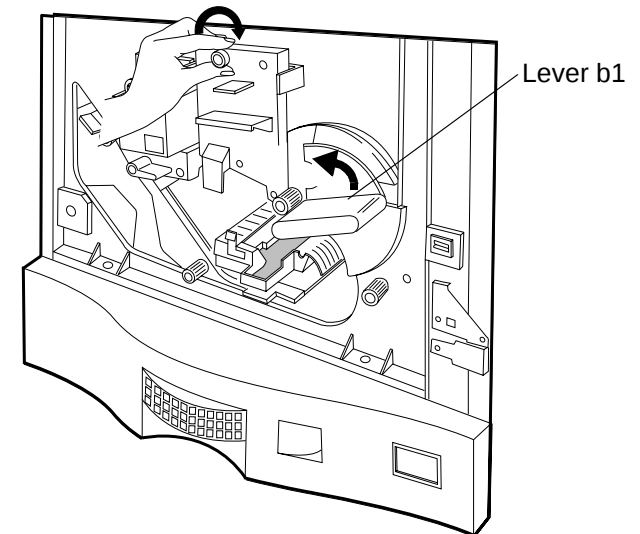
15 Use the drum handles on the top and front to insert the drum unit along the guide rails and gently push it all the way in to make sure it is seated.



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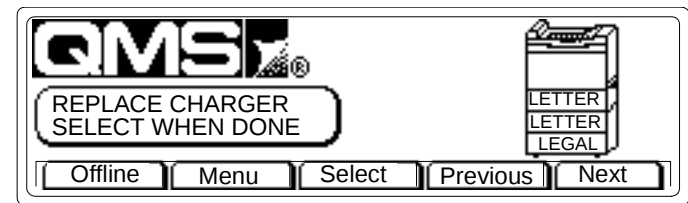
16 Gently push on the drum unit and turn the thumbscrew clockwise to lock the drum unit in place.

17 Turn lever b1 to the left to lock the internal components.



18 Press the Select button to confirm that you have replaced the drum unit.

The message window displays

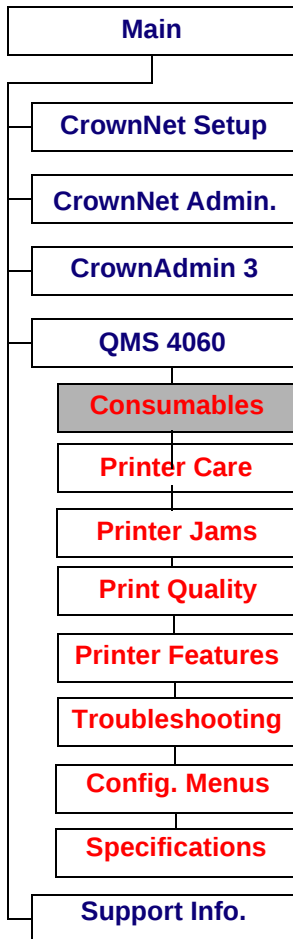


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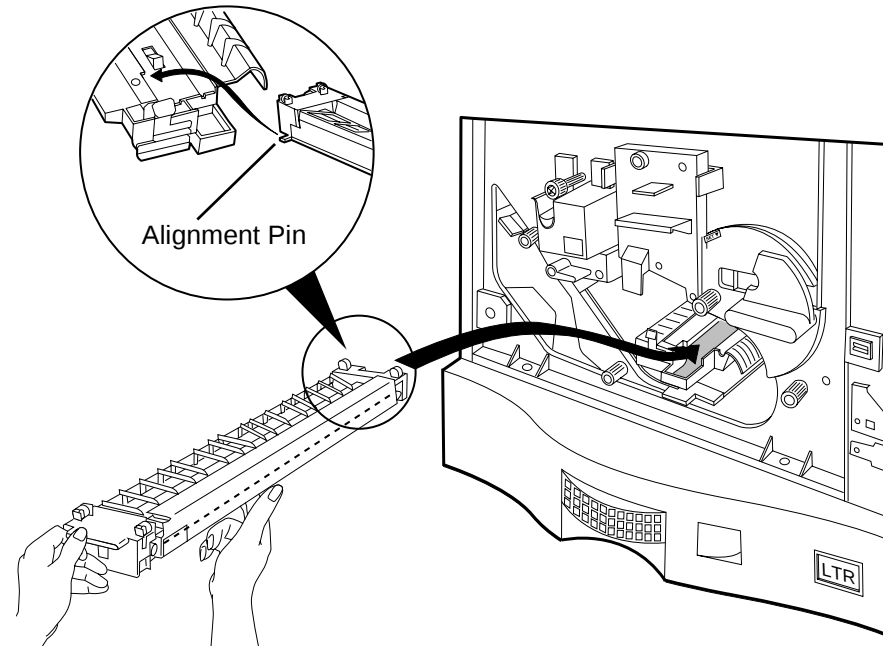
19 Remove the new transfer assembly from the maintenance kit and take it out of its shipping box and cover.

20 Insert the transfer assembly into the transfer assembly guide.

- a Locate the alignment pin on the end of the transfer assembly.
- b Insert the alignment pin of the transfer assembly into the left rail of the transfer assembly guide at a slight angle.



- c Slide the transfer assembly all the way into the transfer assembly guide until it clicks into place.



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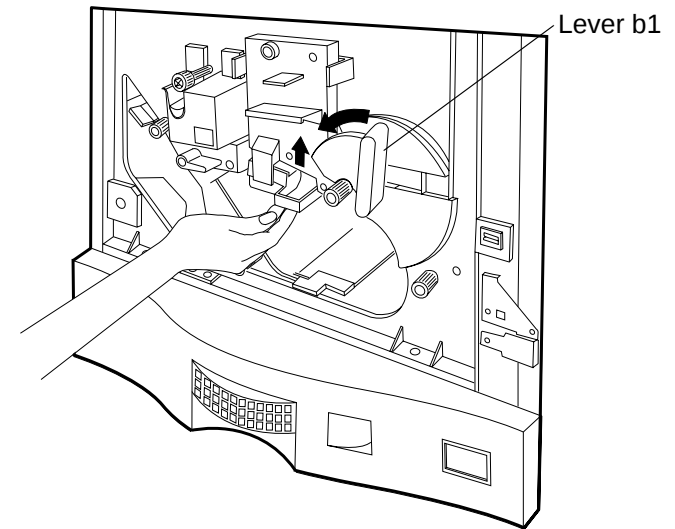
21 Lift the transfer assembly guide and lock it back into place.

22 Turn lever b1 to the left.

Replacing the Fuser

Approximately every 300,000 faces, you need to replace the fuser of your printer. Use the following procedure to guide you through this replacement.

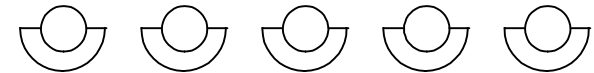
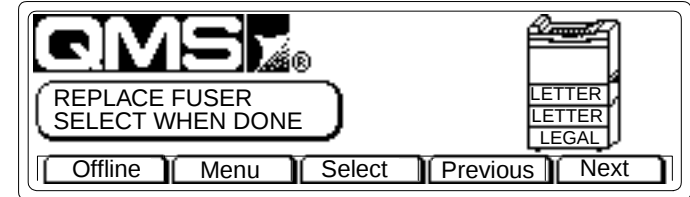
1 Press the Offline button and access the Administration/Consumables/Fuser menu.



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- 2 Open the front door of the printer.



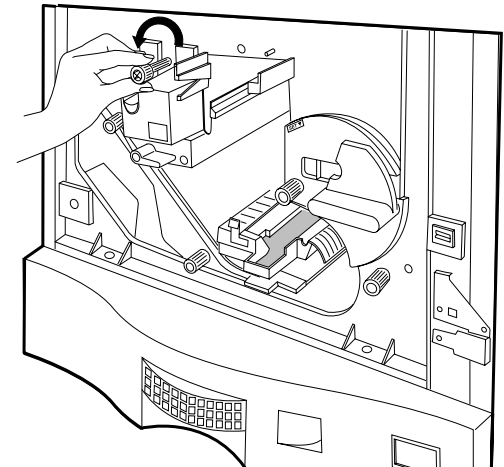
- 3 Turn lever b1 to the right to unlock the internal printer components.



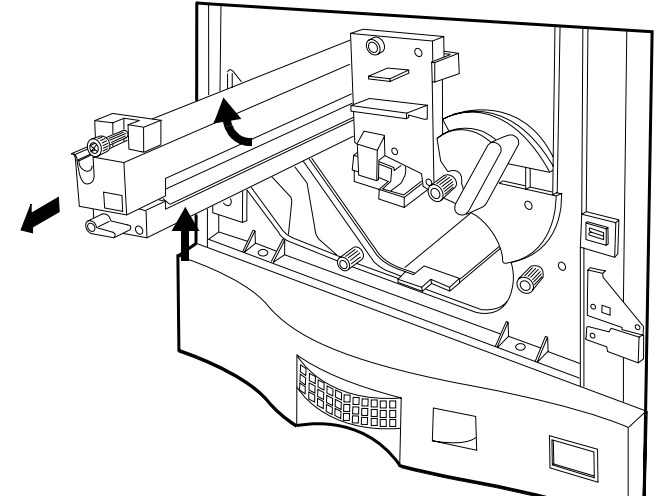
WARNING: Be careful; the area around the fuser assembly is hot.

ACHTUNG! Verletzungsgefahr! Bei Betrieb wird die Umgebung der Fixiereinheit heiß.

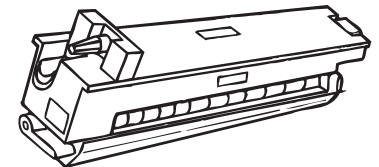
- 4 Loosen the thumbscrew by turning it counterclockwise to unlock the old fuser.



- 5 Pull the old fuser out and lift up and hold the bottom to remove it from the printer.



- 6 Remove the fuser box from the maintenance kit and remove its contents.
- 7 Remove the fuser from its packaging.
- 8 Remove the foam tab next to the pressure release lever on the front of the fuser.



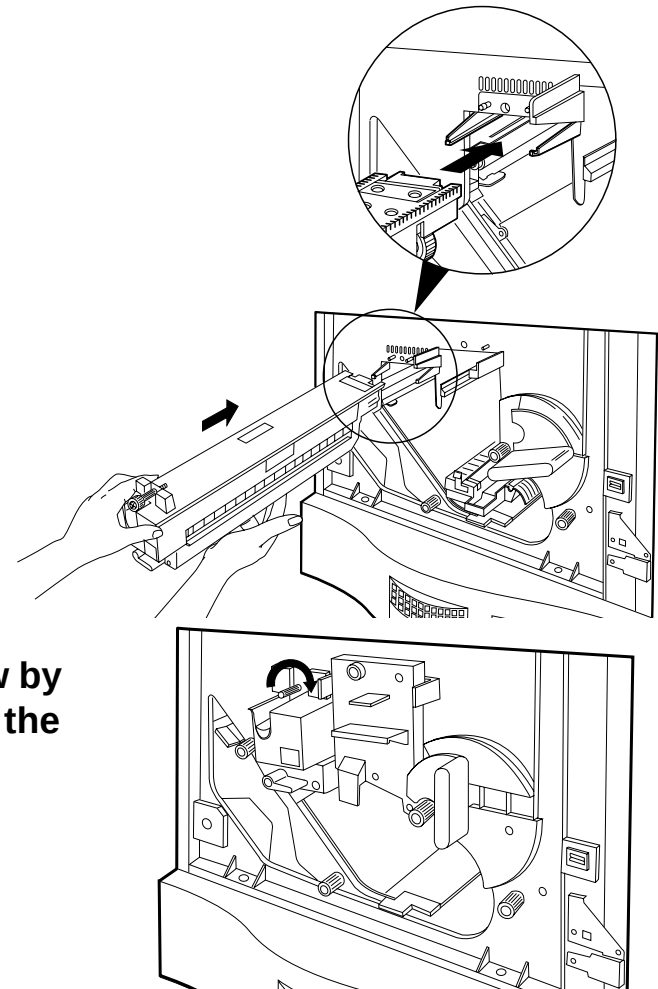
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9 Insert the new fuser in the printer by aligning the fuser to the guides inside the printer.

10 Gently push the fuser all the way to the back of the printer to make sure that it is properly seated.

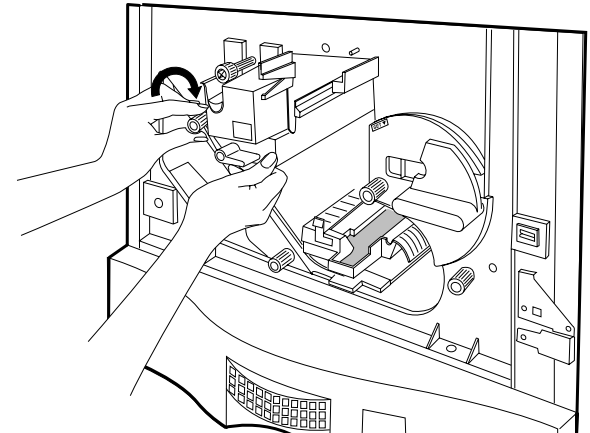
11 Lightly push on the fuser and tighten the thumbscrew by turning it clockwise to lock the fuser in place.



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12 If the fuser does not seat properly:

- Hold the fuser up against the printer using light pressure.
- Carefully rotate the decurler roller knob clockwise until the fuser seats flush against the printer.
- Repeat step 11.

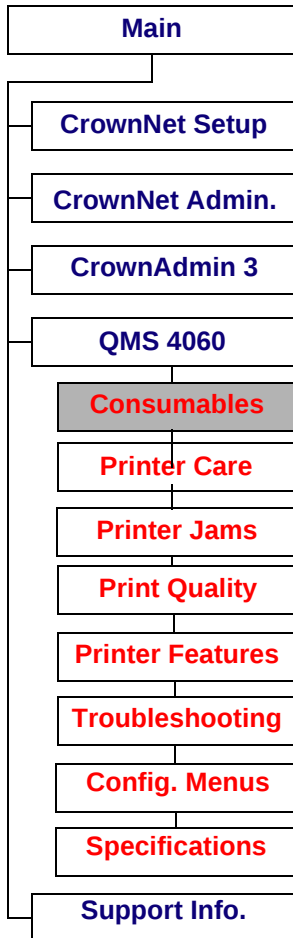


13 Turn lever b1 left to lock the internal printer components.

14 Press the Select button to confirm that you have replaced the fuser.

Replacing the Pick Rollers

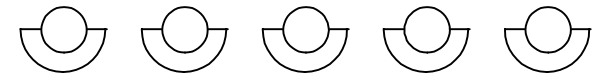
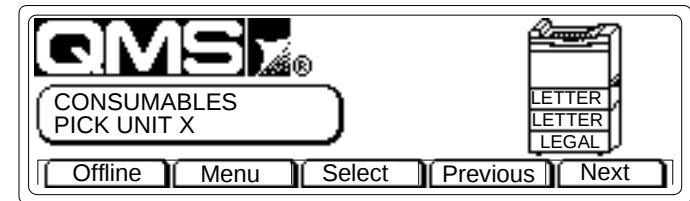
The tray pick rollers in your printer last approximately 500,000 faces before you need to replace them. Use the following procedure to replace the pick rollers for the upper, middle, and lower trays.



1 Press the Offline button and access the Administration/ Consumables/Pick Unit 1 menu.

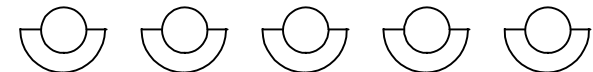
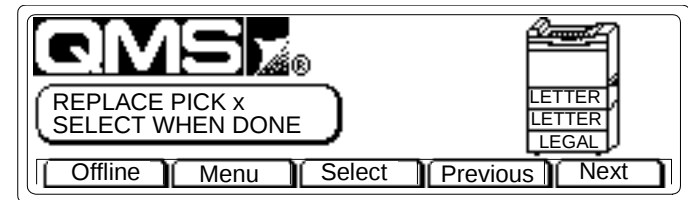
The message window should display

X = 1, 2, or 3. These are the upper, middle, lower trays, respectively.

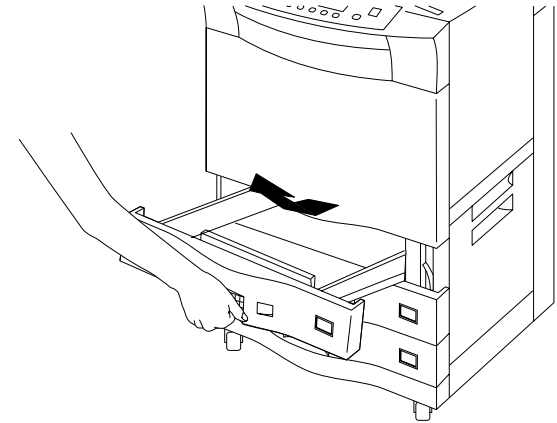


2 Press the Select button to tell the printer you are ready to replace the pick roller.

The message window displays

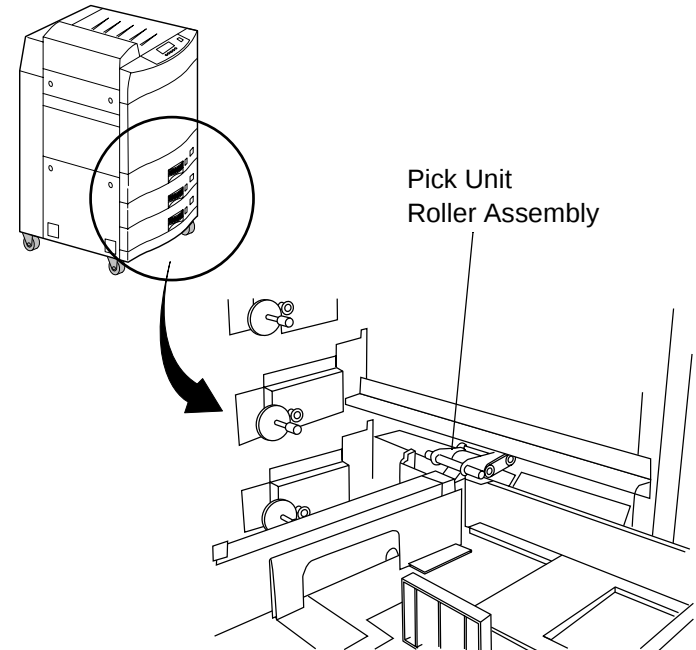


3 For ease of accessing the tray roller assemblies, remove all trays and set them aside.



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4 Locate the pick unit 1 (upper tray) assembly.



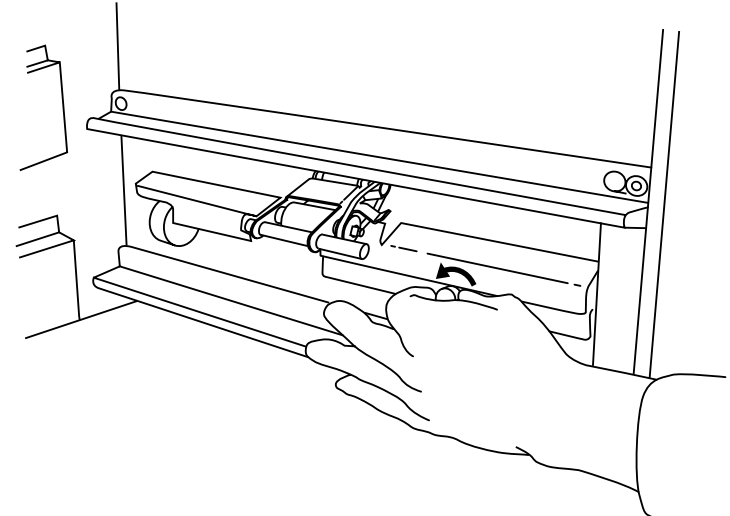
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5 Locate the dust cover (secured by a thumb-screw) to the right side of the roller assembly.

6 Remove the dust cover and set it aside.

Notice there are two roller assemblies: the upper movable assembly and the lower fixed roller. Both are secured in place by blue plastic clips.

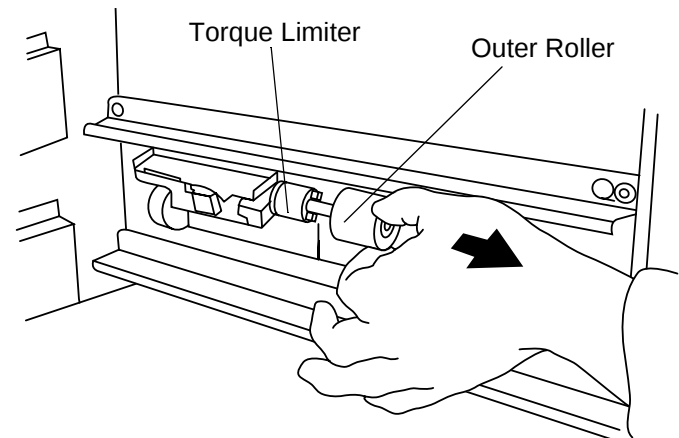
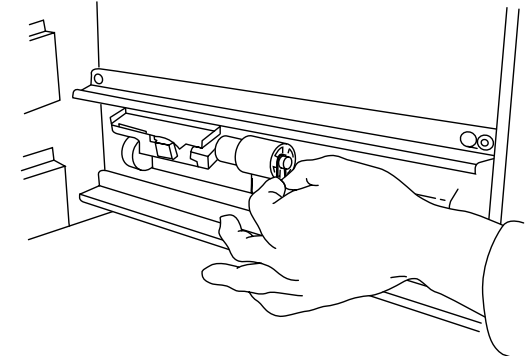


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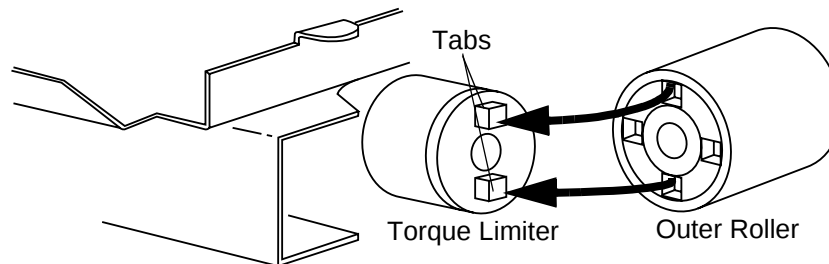
- On the lower assembly, remove the clip by pulling down on the tab.
- Grasp the outer roller and slip it off the shaft.
- Grasp the inside torque limiter and pull it off the shaft.

Note that the limiter has two tabs sticking out. These tabs fit into the roller slots.

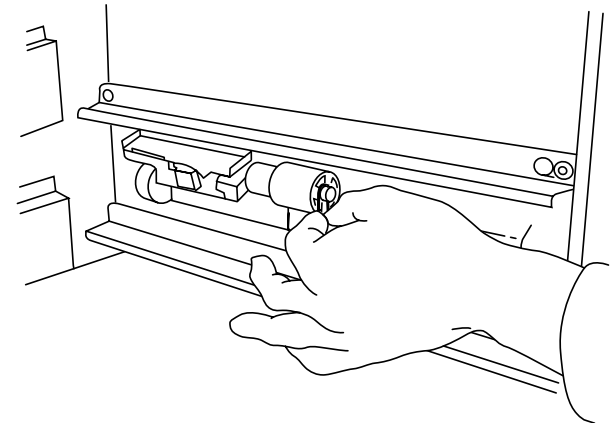
- Holding the new limiter with the tabs pointing toward you, slip the limiter onto the shaft.
- Turn the new limiter on the shaft until it locks into place.



12 Slip the new lower roller on the shaft and turn it until the limiter tabs are seated into the roller holes.



13 Attach the new clip onto the shaft to secure the lower roller assembly.

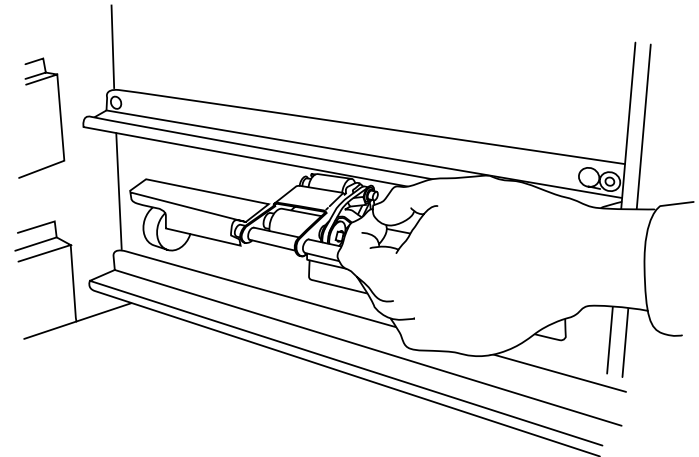


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14 On the upper roller assembly, remove the clip by pulling down on the tab.

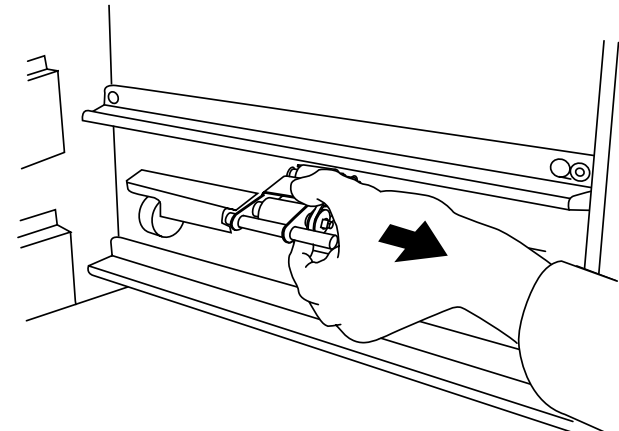
15 Grasp the upper roller assembly and slowly pull the assembly toward you off of the shaft.



» **Note:** As you pull, the assembly drops a little. It is released from a supporting tab.

16 Pull the assembly all the way out.

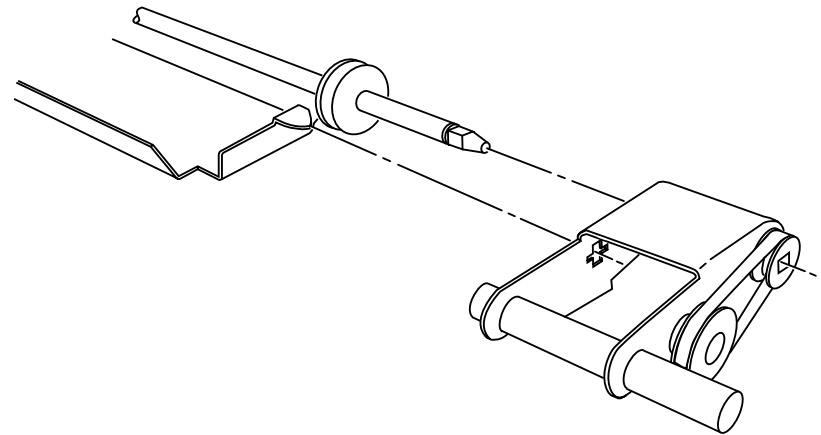
» **Note:** On the side away from you, the assembly has a slot. Look inside the printer and locate the supporting tab.



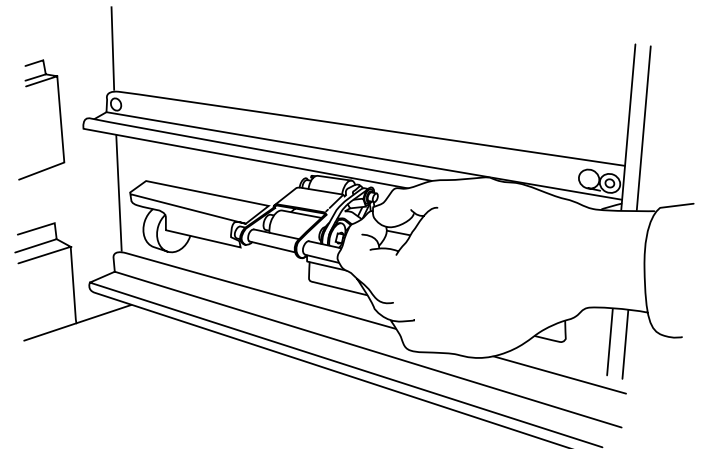
17 Hold the new upper roller assembly the same way you

took the old assembly out, and slide the new assembly onto the shaft.

18 Position the assembly hole over the tab and slide the upper roller assembly all the way in.



19 Attach the new clip onto the shaft to secure the upper roller assembly.



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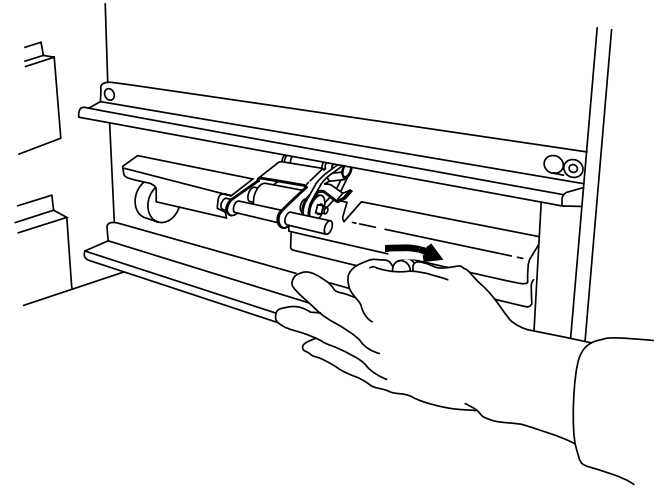
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20 Reattach the dust cover by positioning the cover tabs into the locating holes and then finger tighten the thumbscrew.

21 Press the Select button to confirm that you have replaced the upper pick roller.

22 Follow the same procedure to replace the pick roller for the other two trays.

23 Reinstall the trays in the proper positions.

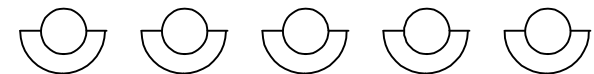
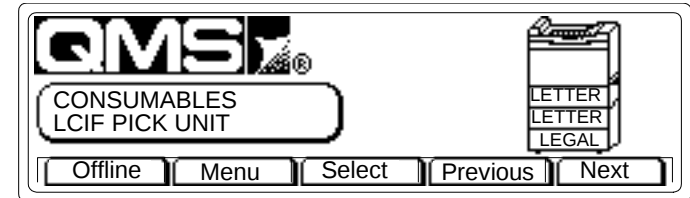


Replacing the Pick Rollers in the LCIF

The LCIF pick rollers in your printer last approximately 500,000 faces before you need to replace them. Use the following procedure to replace the pick rollers in the optional LCIF.

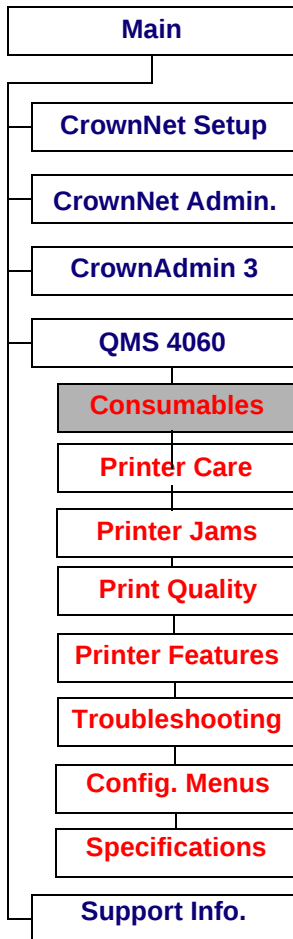
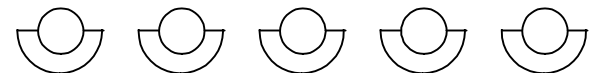
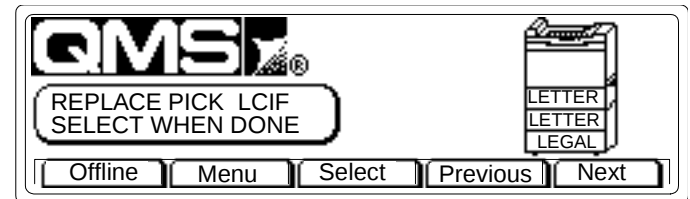
- 1 Press the Offline button and access the Administration/Consumables/Optional Pick menu.

The message window should display



- 2 Press the Select button to tell the printer you are ready to replace the pick roller.

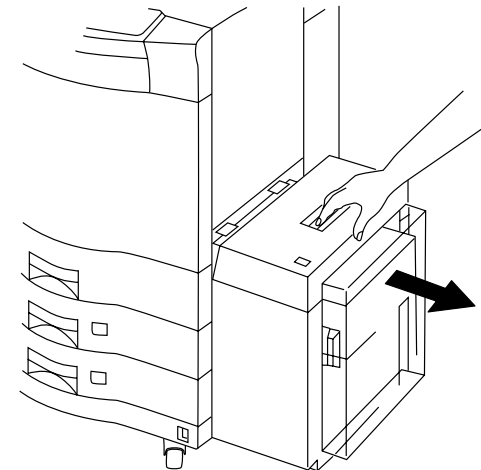
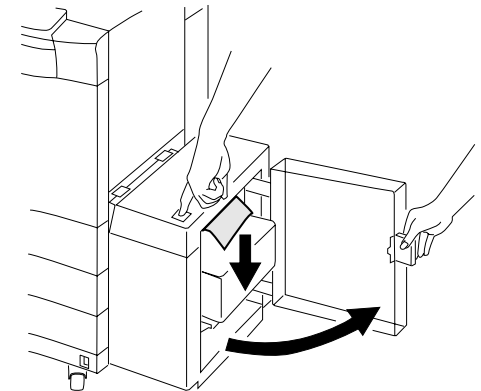
The message window displays

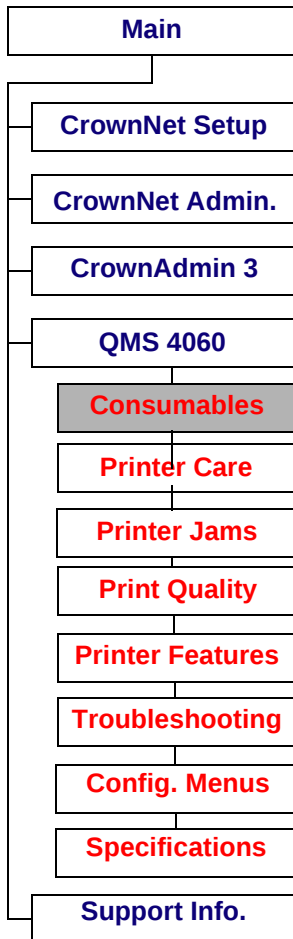


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Removing LCIF Lower Roller Assembly

- 1 Open the door and lower the tray on the LCIF by pressing the button on top.
- 2 Release the LCIF from the printer and slide it back on its rails.
- 3 From the printer side of the LCIF, locate the lower roller assembly at the center top.
- 4 Locate the two retaining springs providing tension to the lower roller assembly. Note how the springs are attached to the roller shaft.





5 Remove the white plastic clip at the back side of the lower roller shaft.

6 Grasp the lower roller assembly and slide it toward the front.

7 Set the lower roller assembly aside.

Removing LCIF Upper Roller Assembly

1 From the paper side of the LCIF, locate the upper roller assembly.

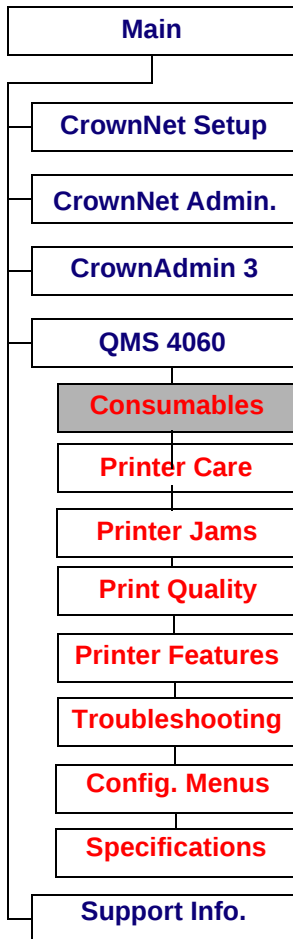
2 On the printer side of the LCIF locate the two thumbscrews and remove them while holding the upper roller assembly up.

3 Note the top of the assembly. Grasp the upper roller assembly and carefully pull it out and set it aside.

Installing the New LCIF Upper Roller Assembly

1 Hold the replacement upper roller assembly the same way as you removed the old one.

2 Insert the new assembly shaft into the plastic cap and position the assembly over the screw holes.



3 While holding the assembly with one hand, attach the two thumbscrews. You may have to adjust the upper roller assembly left or right so the screws can engage the holes.

4 Tighten the thumbscrews finger tight.

Installing the New LCIF Lower Roller Assembly

1 Grasp the new lower roller assembly and insert the shaft into the holding tabs the same way you removed the old assembly.

2 Slide it in and back into the other tab.

3 Snap the white plastic clip into place to hold the assembly.

The clip fits into a groove at the back end of the shaft. If you can't see this groove the roller assembly may not be completely seated all the way onto the shaft.

4 Attach the springs to the ends of the lower roller assembly shaft by grasping the spring end tabs to hold the spring.

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- 5 Slide the LCIF back toward the printer until it latches.
- 6 Add paper and close the door.
- 7 Press Select on the control panel.

